

Is My Canvas Course Ready?

Before you publish your Canvas course site, use this checklist to make sure your site is ready to go. This checklist can be used whether you are using content imported from Blackboard or have created your Canvas course site “from scratch.” Not sure what a Canvas course could look like? Check out some [example Canvas course sites](#).

5 Things you must do in your Canvas course site (even if you don't do anything else)

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| <input type="checkbox"/> | 1. Use the Files link on the course menu to upload your syllabus and other course documents . To ensure all of your students can read your course material see these tips on creating accessible documents . |
| <input type="checkbox"/> | 2. Use the Modules area to organize your course files, assignments, quizzes and course material (Modules are the “heart” of Canvas; that’s where students are expecting to see your course content). Be sure your Modules are published , so students can access them. |
| <input type="checkbox"/> | 3. Hide course menu links to items that students won’t use. If you have Files, Quizzes, Pages, etc. in your course, the menu links will be visible to students. Normally you want students to access these things via the Modules. Hiding the menu links can reduce confusion for your students and keep them focused on the relevant course material. |
| <input type="checkbox"/> | 4. Check the Assignments and Gradebook . The Canvas Gradebook is closely tied to Assignments. If you are using migrated content from Blackboard, go to Assignments and delete unneeded Assignment Groups (Journal, Blog, Self and Peer, Survey etc.). If you plan to weight grades , you’ll need Assignment Groups. If you want to set up extra credit or “create a column” in your gradebook to manually enter grades, you will instead create a “No Submission” Assignment . |
| <input type="checkbox"/> | 5. Use Student View to preview your course before Publishing to make sure everything looks right. |

- The full Canvas course checklist -

Course Information

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| <input type="checkbox"/> | Home - Home page has been set and is accurate for the course. |
| <input type="checkbox"/> | Syllabus is up-to-date and accessible (see more here on working with Files) |
| <input type="checkbox"/> | If desired, enter your contact information and office hours in the Bio section of your Canvas Profile |

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| <input type="checkbox"/> | Students know where to begin – a “Start Here Module,” Announcement , and/or Home Page has updated text, is specific to the course, and provides students guidance on where to begin and what to expect the first day of class. |
| <input type="checkbox"/> | Students are advised on finding Student Canvas Guides , Canvas technical support (Help link in upper left corner), browser requirements, the Learning Corner , and OSU's academic resources . |

Course and Content Organization

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| <input type="checkbox"/> | Check Files to see that course materials have been uploaded or imported to course site and are not duplicated. (See recommended Canvas Course Template for additional support.) |
| <input type="checkbox"/> | Modules – Modules are clearly organized; Module names reflect the course’s learning objectives. Remove references to Blackboard. |
| <input type="checkbox"/> | Assignments – All Assignments have correct points possible and due dates . They are linked with appropriate Modules . |
| <input type="checkbox"/> | Assignment Groups – any duplicate or empty Assignment Groups have been removed. If you are weighting grades, the weighting of Groups matches the grading scheme described in your syllabus. |
| <input type="checkbox"/> | Grades – Total possible points (or percentages) match the course syllabus. See more here on the Canvas Gradebook . |
| <input type="checkbox"/> | Navigation – Only the needed tools are viewable to students within the course menu . Recommended: Announcements, Modules, Discussions (if applicable), People, and Grades. |
| <input type="checkbox"/> | Links – (internal and external) have been validated. |
| <input type="checkbox"/> | Discussions – Discussions are graded or ungraded consistently. The order of Discussions page makes sense. Use Pinned Discussions to specify order. |
| <input type="checkbox"/> | Quizzes – Settings for Quizzes have been applied (availability, due dates, timers, and rubrics) and have been reviewed (by Previewing them). New to quizzes? Check out 5 Things to Know about Canvas Quizzes . |
| <input type="checkbox"/> | People – any unneeded Groups have been removed. |
| <input type="checkbox"/> | Availability settings for Files are correct and consistent (open and lock dates/times). |
| <input type="checkbox"/> | Active Tools are published (i.e. Assignments, Quizzes, Surveys, items within Modules, etc.). Students can’t see anything that is not published (with a green cloud). |
| <input type="checkbox"/> | Instructors may add a TA or Designer via the Manage Assistants link on the course navigation menu (TA’s have full access to the gradebook; Designers can add/edit any course content, but have no gradebook access). Click the Add Assistants tab and search. If your assistant has FERPA training on file you can add them as a “Canvas TA.” If no FERPA training is on file, click the Train for TA button, and an email will be generated with directions for your assistant on how to complete the training. Once the assistant’s training is on file, you can add them as a “Canvas TA.” FERPA training is not required for Designers. |

Access Your Course From the “Student View”

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| <input type="checkbox"/> | Announcements – Current and applicable Announcements are showing. |
| <input type="checkbox"/> | Discussions – Order of Discussions makes sense. Use Pinned Discussions to specify order. |

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| <input type="checkbox"/> | Modules – Review all content; are items visible as you expect? |
| <input type="checkbox"/> | Grades - Grades add up to the correct percentage and total points (use Test student scores to validate). |

Notify your Students that their Course is in Canvas

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| <input type="checkbox"/> | <p>Notify your students about your Canvas course site. You can copy the course URL from the course Home page (e.g., https://oregonstate.instructure.com/courses/1535671)</p> <p>You can send a Welcome email from Canvas, just be sure to <i>publish the course first</i>. Include a link to 5 Things for OSU Students to Know about Canvas.</p> |
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At the End of the Term

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| <input type="checkbox"/> | <p>There are two ways to get final course grades from Canvas to Banner/Online Services. Find more here about uploading final grades and about student and instructor access to past-term course sites.</p> |
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Resources

- Learn@OregonState - Canvas - <http://learn.oregonstate.edu/canvas>
- Canvas Help Guides - <https://community.canvaslms.com/community/answers/guides>
- All OSU Canvas users can get technical support 24 x 7 x 365. Click the **Help** link in the lower left corner of any Canvas screen. You'll see options for online instructions, and live support via phone, Web form and chat.

